



ASSISTANCE ANIMAL POLICY

I. DEFINITIONS

Service Animal

Service animals are animals that are trained to perform tasks for individuals with disabilities. Examples of such tasks include guiding people who are blind, alerting people who are deaf, pulling wheelchairs for those with limited mobility, and alerting and protecting a person who is having a seizure. The work or task that a service animal has been trained to provide is directly related to the person's disability. Animals other than dogs are usually not allowed as service animals except for limited and individual disability-related needs.

Emotional Support Animal (ESA)

Emotional Support Animals are animals that provide emotional or other support that decreases one or more identified symptoms or effects of a person's mental health. Unlike service animals, an Emotional Support Animal (ESA) is not required to be trained to perform work or tasks, nor does it accompany a person with a disability at all times.

Approved Assistance Animal

An Approved Assistance Animal is a service animal or an Emotional Support Animal that has been approved by ODS as a reasonable accommodation under this policy.

Owner

An Owner is an individual with a diagnosis who has requested an accommodation and has received approval to bring the animal on college property. Under California law, it is a misdemeanor to knowingly and fraudulently represent oneself as the owner or trainer of a dog licensed as a guide, signal or service dog.

II. ACCESS TO CAMPUS FOR SERVICE ANIMALS





Service animals are permitted in all public areas of campus, but may be prohibited in certain locations due to health and safety restrictions (e.g., where the animal may be in danger, or where its use may compromise research).

An individual is allowed to have a service animal on campus if:

- They have a disability as defined by the ADA.
- The accompanying animal is trained to do work or specific tasks for the individual.

Owners are required to provide certification that the animal has been trained/licensed and make a formal request for an accommodation **if the animal will be residing on campus.**

III. ACCESS TO CAMPUS FOR EMOTIONAL SUPPORT ANIMALS

Emotional Support Animals are only permitted inside the owner's campus housing, and must be under the care of the owner at all times when outside of the residence. Unlike service animals, ESAs are not allowed to accompany persons with disabilities in indoor public areas of Westmont's campus. Owners may request approval from ODS to have the ESA accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws. Animals may be walked/exercised on leash around outdoor public campus spaces. ESAs (on a leash, harness, or in a carrier) may accompany the owner on the shuttle and the 955. **Under no circumstances can the animal be under the care of a roommate, friend, neighbor, nor anyone other than the owner for any length of time.**

IV. SERVICE AND EMOTIONAL SUPPORT ANIMALS IN CAMPUS HOUSING

Before a service animal or ESA can move into campus housing, a request must be submitted to ODS **at least 6 weeks prior to move-in** and approval must be granted. A fine may be assessed for an unauthorized animal in campus housing. Requests for an animal to reside in campus housing **must be renewed prior to each semester.**

ODS may require documentation from a licensed physician or mental health provider (must be a non-family member) including but not limited to a qualified psychiatrist,





social worker or other mental health professional, to provide sufficient information for Westmont to determine:

- That the individual's diagnosis qualifies them as a person to have an **ESA** (i.e. has a physical or mental impairment that substantially limits one or more major life activities); and
- That the **ESA** is necessary to afford the person with an equal opportunity to use and enjoy campus housing (i.e. that the animal would provide emotional support or other assistance that would alleviate one or more symptoms or effects of the disability).

VI. CARE AND CONTROL

The following guidelines for assistance animals are intended to ensure that the animal does not engage in behavior that would be disruptive or a direct threat to the health and safety of others.

- The owner is solely responsible for the cost, care, and supervision of service and Emotional Support Animals.
- Owners who are accompanied by assistance animals must comply with the same college rules regarding noise, safety, disruption, and cleanliness as people without disabilities.
- If the animal's behavior is disruptive, aggressive, or destructive, the owner will be held responsible and may be asked to remove the animal from campus.
- The owner must notify Office of Disability Services (ODS) and Housing in writing if the animal is no longer needed as a service support animal, or is no longer in residence. The owner must file a new notice of intent to use a service animal in residence or request to use a support animal when substituting an animal.

Guidelines for Service and Emotional Support Animals on campus:

- Animals must be controlled by the owner at all times.
 - Animals who are in public spaces on campus must be on a **6 feet or less leash** at all times unless a leash would negatively impact the ability of the animal to complete the task/service for which it is being utilized.





- Animals in common areas of campus residences must be on a leash, harness, or in a carrier.
 - Animals may not disrupt the environment by barking, meowing, scratching, screeching, growling, or a pattern of disturbing other residents of the college.
 - Arrangements must be made to remove the animal from campus during breaks and any other time when the owner is off-campus for more than 8 hours.
 - Owners must provide a safe location for the animal or appropriate container if the student owner is not in the room with the animal.
 - With the exception of fish, animals housed in college residences will not be left alone for extended periods (**in no case longer than 8 hours**).
 - Animals must be housebroken before arriving on campus.
 - The owner is responsible for cleaning up all animal waste and disposing of that waste immediately in outdoor dumpsters. **Animal waste is not to be disposed of indoors.**
 - All animal belongings must be contained in the owner's room.
- Animals must be in good health.
 - Animals must be properly **vaccinated**; vaccinations must be current. Documentation is required.
 - Animals must be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal.
 - The owner is responsible for complying with the local and state animal control and licensing laws or any other applicable laws pertaining to **animal licensing, vaccination, identification**, or animal rights and owner responsibilities. Documentation is required.
- Westmont will not require any deposits, surcharges, or fees for Service or Emotional Support Animals. However, an owner may be charged for damage caused by a Service or Emotional Support Animal in the same way that Westmont normally charges a person for the damage they cause or if the room requires additional cleaning beyond standard yearly institutional cleaning procedures.

VII. CONFLICTING OR COMPETING ACCOMMODATIONS

To the greatest extent possible, the animal should be unobtrusive to other students and the learning environment. If another student, staff, or faculty member has a severe





allergy around animal dander or a phobia to the type of animal being approved, attempts will be made to accommodate the needs of both individuals to the fullest extent possible.

VII. COMPLAINT PROCESS

Residents will have the opportunity to report complaints and concerns in regard to noise, odor, pests, threat, or danger. In the event of unacceptable behavior from a support or service animal, the owner, or in any mistreatment of the animal, report as follows:

- Behavioral violations on campus should be reported to the RA on duty or the On Call Resident Director or to campus safety.
- In all emergencies, in any setting, contact 911.

The complaint will be forwarded to and reviewed by the Director of Residence Life (or designee). Within 5 business days of the receipt of the complaint, Residence Life and/or Disability Services will respond to the complaint in writing and may issue any one or more of the following sanctions:

- Requiring specific reasonable action on the part of the owner to rectify a problem
- Suspension of use of service or support animal for one or more semesters

VIII. REMOVAL/RELOCATION OF SERVICE OR SUPPORT ANIMAL

An animal may be removed from any campus facility for unruly and/or disruptive behaviors including but not limited to:

- Excessive barking
- Repeated lack of supervision
- Aggressive behavior
- Repeated soiling in residence or not housebroken
- Improper grooming or hygiene (foul odors, fleas, excessive shedding, etc.)





If suspension of the animal from campus housing is implemented, the owner will be given **up to 7 days to alternately place the animal**.

When a **service animal** is properly excluded from the premises for any of the reasons above or other appropriate reason, users can continue to participate in the college activities without the service animal or with a service animal that demonstrates the ability to adhere to the aforementioned qualifications.

IX. RESPONSIBILITIES OF THE CAMPUS COMMUNITY

- The college must allow **service animals** to accompany their owners at all times and everywhere on campus where the general public are allowed. Do not separate or attempt to separate a person from their service animal.
- If it is not apparent that an animal is a service animal, the appropriate way to ascertain the animal's status is to ask if it is required due to a disability and/or what tasks it has been trained to perform. Specific questions about the individual's disability should not be asked.
- Do not ask the individual to show a license, certification, or ID as proof of training.
- Do not demand that the individual demonstrate handling, training, and/or care of the service animal.
- Do not pet or feed a service animal, as it distracts the animal from its work.
- Contact ODS if any questions or concerns arise relating to Service Animals or ESAs.

X. APPEAL PROCESS

If an individual believes that a request for a reasonable accommodation related to the use of a service animal or an ESA on campus has been wrongfully denied, the individual can refer to the ODS Grievance Policy for procedures to appeal the decision.

By my signature below, I verify that I have read, understand and will abide by the policies outlined here.

I will submit the following supporting documents:





- ODS Housing application;
- Photo of the animal;
- Either the ESA questionnaire OR the Intent to Use Service Animal form;
- Copies of vaccinations, health records, certification of spay/neuter, certification of health, and license number;
- For ESAs, please also submit an ESA Provider Form and a Psychological Disorder Documentation Form filled out by your provider.

Owner Signature

Date

